

## LEGEND

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THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

- K Job classification changing EEO Code from 6 to 7.  
Job classification converting from CAREER SERVICE and EXECUTIVE SERVICE effective.
- K - Job classification will be converting from EXECUTIVE SERVICE to CAREER SERVICE. Register establishment effective.
- L - **The examination method for this job classification will be converted from training and experience evaluation to a combination of computer administered examination and a supplemental application. Applicants submitting an application for this job classification must take and pass a job related computer administered test and complete a supplemental application to receive an examination score. Examinations will be administered to approved applicants on Monday through Friday (July 7 – July 18, 2003) at the Department of Personnel office in Nashville. Applications should be submitted to the Department of Personnel. Qualified applicants will be mailed a supplemental application and be scheduled to take the examination.**  
**The current register was abolished on May 28, 2003. A new register will be established following administration of the examination in July, 2003.**
- M Job classification will change from compensatory overtime to cash overtime effective.
- N Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- M Job classification will be converting from written to computer administered examination effective.
- N Applicants with passing scores on the written examination for Statistician 2 will not be required to retest to be placed on the new register.
- M Job classification will have a change of Probationary Period from 1 year to 6 months.
- J - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a one day every other month basis
- at the Department of Personnel office in Nashville and on a monthly basis in Kingsport, Knoxville, Memphis, Jackson, Livingston, Pulaski and Cleveland.
- K Job classification will be converting from DAILY to PROGRAM examination effective.
- L - Job classification and examination method will be converting from PROGRAM to DAILY examination effective.
- M A new NON-COMPETITIVE job classification will be ESTABLISHED effective.
- N - Job classification will be converting from a WRITTEN TEST to a T & E RATING effective.
- P - The examination for these classes will convert from paper and pencil tests to computer administered examination effective.
- Q - REGISTER will be ESTABLISHED effective.
- R - Job classification will be converting from T&E rating to computer administered examination effective.
- S - Job classification will convert from T&E rating to a PASS/FAIL written examination and T & E rating effective.
- T - Applicants submitting a application for this job classification must take and pass a written test in addition to an evaluation of education and experience to receive an examination score.
- U - Job classification will be converting from a pass fail examination to a T & E RATING only effective.

## POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## !! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## !! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

## BUSINESS RESOURCE ENTERPRISE CONSULTANT

**SUMMARY:** Under general supervision, is responsible for professional minority business enterprise consulting work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for consulting with and advising minority businesses in one of the following areas of specialization, procurement, finance, or construction estimating and management. This class differs from that of Minority Business Enterprise Director in that the incumbent of the latter is responsible for directing the minority business enterprise consulting function.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time increasingly responsible professional business or economic development work; qualifying full-time professional experience in minority business enterprise development or related work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in business administration or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions.

**EXAMINATION METHOD:** Determined by appointing authority for Executive Service positions.

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## CABLING INFRASTRUCTURE SPECIALIST 1

**SUMMARY:** Under general supervision, is responsible for voice, data, and video cabling and/or wireless infrastructure work of routine difficulty involving the analysis of user requirements, project coordination, work order and installation monitoring and inspection, and cabling infrastructure problem resolution, and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level in the Cabling Infrastructure Specialist sub-series. An employee in this class coordinates tasks required to install and maintain cabling and/or wireless infrastructures to support agency locations statewide. The employee converts agency business requirements into technical solutions, provides cost estimates, enters, tracks and monitors work orders, inspects installations by contracted vendors, manages multiple projects at various locations throughout the State, and provides level-2 technical support for problem resolution. This class differs from a Cabling Infrastructure Specialist 2 in that an incumbent of the latter works at the advanced working level and is responsible for the most complex cabling and wireless network design deployments and provides level-3 technical support for problem resolutions.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year full-time work relating to data, voice, or video cabling infrastructure systems design and/or installation.

**Substitution of Experience for Education:** Qualifying experience relating to data, voice, or video cabling infrastructure systems design and/or installation may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

## CABLING INFRASTRUCTURE SPECIALIST 2

**SUMMARY:** Under general supervision, is responsible for the most complex voice, data, and video cabling and/or wireless infrastructure analytical work involving the analysis of user requirements, wired and wireless network infrastructure design, project management and coordination, work order and installation monitoring and inspection, and level-3 technical support for cabling infrastructure problem resolution, and performs related work as required.

**DISTINGUISHING FEATURES:** This is the advanced working level in the Cabling Infrastructure Specialist series. An employee in this class manages projects and coordinates all tasks required to install and maintain the most complex cabling and/or wireless infrastructures to support agency locations statewide. The employee assesses agency business requirements and converts those requirements into technical design solutions, provides cost estimates, enters, tracks and monitors work orders, manages multiple complex cabling and/or wireless projects at various locations throughout the State, and provides level-3 technical support for problem resolution involving complex infrastructure installations. This class differs from a Cabling Infrastructure Specialist 1 in that an incumbent of the latter is responsible for voice, data, and video cabling and/or wireless infrastructure work of routine difficulty and provides level-2 support for problem resolutions.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years full-time work relating to data, voice, or video cabling infrastructure systems design and/or installation.

**Substitution of Experience for Education:** Qualifying experience relating to data, voice, or video cabling infrastructure systems design and/or installation may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

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## FISCAL DIRECTOR 3

**SUMMARY:** Under direction, is responsible for professional managerial and supervisory fiscal work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class directs a full range of fiscal services in departments with the largest and most complex financial operations. This class differs from that of Fiscal Director 2 in that an incumbent of the latter performs work of lesser supervisory responsibility and may be subordinate to an incumbent of this class. An incumbent of this class would report to an official who has responsibilities of wider scope and complexity.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in business administration, accounting or related acceptable field and experience equivalent to five or more years of full-time professional fiscal services and/or auditing work including, at least, three years of experience in the supervision of fiscal and/or auditing staff.

**Substitution of Experience for Education:** Qualifying full-time professional fiscal services and/or auditing experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (e.g., experience equivalent to one year of full-time work in professional fiscal services and/or auditing may substitute for one year of the required education).

**Substitution of Certificate or License for Education and Experience:** Current certification as a "Certified Public Accountant" or license as a "Public Accountant" with the State of Tennessee may substitute for the required bachelor's degree and one year of full-time professional fiscal services and/or auditing work, there being no substitution for the required supervisory experience.

**Substitution of Graduate Education for Experience:** Additional graduate course work credit received from an accredited college or university in business administration, accounting or related acceptable field may substitute for the required experience on a month-for-month basis to a maximum of one year, there being no substitution for the required supervisory experience (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required non-supervisory experience).

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Determined by appointing authority for Executive Service positions.

## HEALTH PLANNER 2

**SUMMARY:** Under general supervision, is responsible for professional health planning work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \* This is the working level class in the Health Planner series, the entry being subsumed by Administrative Services Assistant 1. An employee in this class evaluates Certificate of Need (CON) applications, prepares a variety of records and summaries, and assists in developing the state health plan and updating CON criteria. This class is flexibly staffed with and differs from Administrative Services Assistant 1 in that an incumbent of the latter functions in a training capacity learning to perform Health Planner duties. This class differs from Health Planner 3 in that an incumbent of the latter performs duties of greater scope and complexity.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional work in one or a combination of the following: medical healthcare or mental health/mental retardation planning, healthcare facilities administration, health statistics, or the practice of medical social work, nursing, or medicine as a physician or physician's assistant.

**Substitution of Education for Experience:** Additional graduate coursework in health care administration, business administration, public administration, public or community health, or health or medical statistics may be substituted for the required experience on a year-for-year basis to a maximum of one year.

### OR

One year of experience as an Administrative Services Assistant 1 in a health planning assignment with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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## HEALTH PLANNER 3

**SUMMARY:** Under general supervision, is responsible for professional health planning work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the advanced working level class in the Health Planner series. An employee in this class evaluates normal to very complex Certificate of Need (CON) applications, prepares a variety of records and summaries, and assists in developing the state health plan and updating CON criteria. This class differs from Health Planner 2 in that an incumbent of the latter performs duties of lesser scope and complexity.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time professional work in one or a combination

of the following: medical healthcare or mental health/mental retardation planning, healthcare facilities administration, health statistics, or the practice of medical social work, nursing, or medicine as a physician or physician's assistant.

**Substitution of Education for Experience:** Additional graduate coursework in health care administration, business administration, public administration, public or community health, or health or medical statistics may be substituted for the required experience on a year-for-year basis to a maximum of two years.

### OR

One year experience as a Health Planner 2 with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**MOLECULAR BIOLOGIST**

**SUMMARY:** Under general supervision, is responsible for professional molecular biology laboratory work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class functions as the manager of the molecular biology unit of the state public health infectious disease laboratory, implementing molecular microbiology testing using various testing procedures.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a doctorate degree in medical technology, microbiology, or molecular biology and experience equivalent to two years of full-time clinical laboratory work, of which one year must be in molecular biology using one or a combination of the following tests: PCR (Polymerase Chain Reaction), PFGE (Pulse Field Gel Electrophoresis) and/or nucleic acid sequencing.

**OR**

**Education and Experience:** Graduation from and accredited college or university with at least a bachelor’s degree in medical technology, microbiology, or molecular biology with experience equivalent to five years of full-time clinical laboratory work, of which two years must be in molecular biology using one or a combination of the following tests: PCR (Polymerase Chain Reaction), PFGE (Pulse Field Gel Electrophoresis) and/or nucleic acid sequencing.

**Necessary Special Qualifications:** Licensure as a Medical Laboratory Technologist Supervisor or Laboratory Director by the Tennessee Department of Health within six months after employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**PROGRAM MONITOR 1**

**SUMMARY:** Under immediate supervision, is responsible for monitoring activities of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level class in the Program Monitor sub-series. An employee in this class monitors programs of contract agencies receiving public funds from the State. The Program Monitor 1 differs from a Program Monitor 2 in that an incumbent of the latter operates more independently and performs monitoring tasks of greater scope and complexity.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree.

**Necessary Special Qualifications:** All positions in this class require travel. An applicant for this class must be willing to travel to be considered for a position in this class. A valid motor vehicle operator license is required.

**Examination Method:** Education and Experience, 100%, for Career Service positions.

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**PROGRAM MONITOR 2**

**SUMMARY:** Under general supervision, is responsible for monitoring activities of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the advanced working level class in the Program Monitor sub-series. An employee in this class monitors programs of contract agencies receiving public funds from the State. The Program Monitor 2 differs from a Program Monitor 1 in that an incumbent of the latter performs basic monitoring tasks of smaller or less complex contract programs. The Program Monitor 2 differs from a Program Monitor 3 in that an incumbent of the latter supervises lower level monitors.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and one year of full-time professional experience monitoring, developing, or implementing accounting systems or programs with services or related outcomes covered by organizational rules, regulations, or related standards.

Substitution of Education for Experience: Additional graduate coursework may substitute for the required experience on a year for year basis to a maximum of one year.

**Necessary Special Qualifications:** All positions in this class require travel. An applicant for this class must be willing to travel to be considered for a position in this class. A valid motor vehicle operator license is required.

**Examination Method:** Education and Experience, 100%, for Career Service positions.

**PROGRAM MONITOR 3**

**SUMMARY:** Under general supervision, is responsible for supervising professional monitoring activities; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first supervisory level in the Program Monitor sub-series. An employee in this class is responsible for supervising a small number of monitors and auditors who are involved in the review of contract agencies receiving public funds from the State. This class differs from Program Monitor 2 in that an incumbent of the latter operates at the advanced working level reviewing larger and more complex contract programs. This class differs from Program Monitor 4 in that an incumbent of the latter supervises a large number of monitors and auditors.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and three years of full-time professional experience monitoring, developing, or implementing accounting systems or programs with services or related outcomes covered by organizational rules, regulations, or related standards.

**Substitution of Education for Experience:** Additional graduate coursework may substitute for the required experience on a year for year basis to a maximum of two years.

**Necessary Special Qualifications:** All positions in this class require travel. An applicant for this class must be willing to travel to be considered for a position in this class. A valid motor vehicle operator license is required.

**Examination Method:** Education and Experience, 100 %, for Career Service positions.

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**PROGRAM MONITOR 4**

**SUMMARY:** Under general supervision, is responsible for managing professional monitoring activities of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the highest supervisory level in the Program Monitor sub-series. An employee in this class is responsible for supervising a large number of monitors and auditors who are involved in the review of contract agencies receiving public funds from the State. This class differs from Program Monitor 3 in that an incumbent of the latter functions as a supervisor over a small number of monitors and auditors. This class differs from the Program Monitor Regional Director in that an incumbent of the latter directs teams of monitors within a geographical region.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and four years of full-time professional experience monitoring, developing, or implementing accounting systems or programs with services or related outcomes covered by organizational rules, regulations, or related standards.

**Substitution of Education for Experience:** Additional graduate coursework may substitute for the required experience on a year for year basis to a maximum of two years.

**Necessary Special Qualifications:** All positions in this class require travel. An applicant for this class must be willing to travel to be considered for a position in this class. A valid motor vehicle operator license is required.

**Examination Method:** Education and Experience, 100 %, for Career Service positions.



## PROGRAM MONITOR REGIONAL DIRECTOR

**SUMMARY:** Under direction, is responsible for professional monitoring work of considerable difficulty and managerial and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class directs diverse program and fiscal teams within a geographical region. This class differs from that of Program Monitor 4 in that incumbents of the latter manage multiple teams of monitors and auditors.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree including 36 quarter hours in accounting and five years of full-time professional experience monitoring, developing, or implementing accounting systems or programs with services or related outcomes covered by organizational rules, regulations, or related standards including, at least, one year of supervisory experience.

Substitution of Education for Experience: Additional graduate coursework may substitute for the required experience on a year for year basis to a maximum of two years.

### OR

A Certified Public Accountant with the State of Tennessee and five years of full-time professional experience monitoring, developing, or implementing accounting systems or programs with services or related outcomes covered by organizational rules, regulations, or related standards including, at least, one year of supervisory experience.

**Necessary Special Qualifications:** All positions in this class require travel. An applicant for this class must be willing to travel to be considered for a position in this class. A valid motor vehicle operator license is required.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Services positions.

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## TANDEM MASS SPECTROMETRY MANAGER

**SUMMARY:** Under general supervision, is responsible for professional clinical chemistry laboratory performing tandem mass spectrometry (MS/MS) work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class functions as a section manager of the newborn screening tandem mass spectrometry unit, overseeing testing of newborns and interpretation of those tests.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a doctorate degree in biochemistry, molecular biology, medical technology, microbiology, chemistry, or medical degree and experience equivalent to two years of full-time clinical laboratory work, of which one year must include using mass spectrometry.

### OR

**Education and Experience:** Graduation from an accredited college or university with at least a bachelor's degree in medical technology, biochemistry, molecular biology, medical technology, microbiology, or chemistry and experience equivalent to five years of full-time clinical laboratory work, of which two years must include using mass spectrometry.

**Necessary Special Qualifications:** Licensure as a Medical Laboratory Technologist Supervisor or Laboratory Director by the Tennessee Department of Health within six months after employment.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.